TIER II MANAGER™

User Manual Version 3.4

Submit Module

UNIT 1

FACILITY SUBMISSION

BEFORE YOU BEGIN

1. The system times out after 20 minutes of inactivity. This means that you should save your work frequently by clicking the 'Save' or 'Submit' buttons on each page. If you are entering data on a screen, the system may not recognize that the user is active unless you Save or Submit the data frequently. You will also receive a warning 2 minutes before the system times out. Click 'OK' to refresh the time limit.

2. Make sure that you gather all the submission information before you start using the system.

SUBMISSION PROCESS OVERVIEW

Update Account to keep it current

You can add and maintain facility and chemical inventory information throughout the year. You can maintain facility information such as facility name, address, owner information, mailing and billing addresses, and emergency contacts. You can also maintain chemical inventory information such as when quantities changes. Keeping this information up to date aids the First Responder community who will be able to access the information in case of an emergency.

Complete Submission Process when report deadline approaches

When it is time for a report submission, the schedule of which will vary depending on the type of report being submitted, you can complete the Submission process. The submission process is done once, whereas the updating of the account can be done

throughout the year. It is only during the submission process that the reports are officially submitted, any applicable reporting fees are assessed, and reports are reviewed by compliance administrators.

SUMMARY

The TIER II MANAGER^{TM} enables you to complete an online submission to meet SARA Title III, Emergency Planning, and Community Right to Know Act compliance according to regulations. The online system makes it easier for facilities to access and maintain current information anytime using a simple Internet connection and an authorized username and password. This Unit will help you understand the functionality of the TIER II MANAGER^{TM} for the facility submitters.

NEW USER REGISTRATION

If you are a new user of the TIER II MANAGER^{TM}, you will need to register to get a user account in the system. You have the ability to enter Tier II reports for various facilities you may be managing under your user account. Start by completing a New User Registration Form. The administrator will review the completed registration form, and you will be contacted by email when your TIER II MANAGER^{TM} User Account has been approved. Follow the instructions in this section to register as a new user of the system.

1. Log onto the TIER II MANAGER^{TM} site address.

2. Click on *Register Now.* This will prompt you to complete a registration form.

3. Choose a Facility Username. You cannot enter in any quotes or other special characters like #, $ into this field.

4. Choose a Password.

5. Retype the Password.

6. Enter your Fist Name.

7. Enter your Last Name.

8. Enter your Company Name.

9. Enter the Facility/Site Address. If you manage multiple facilities, enter information for one of your facilities just for user registration purposes.

10. Enter the Facility/Site City.

11. Select the Facility/Site State from the drop down menu.

12. Enter in the Facility/Site 5 digit Zip Code.

13. Enter in your Telephone number. Phone numbers must have at least ten digits.

14. Enter your Email Address. The address should follow standard email format. This email address may be used to contact you regarding questions the administrator may have for your account set up. It also will be used to notify you about account approval.

15. Retype your Email Address. It should match the email entered already.

16. Select a Hint Question from the drop down menu. The Hint Question is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will prompt you to reset your password. Please enter a Hint Question that you can remember and answer easily.

17. Enter in the Hint Answer. The Hint Answer is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will prompt you to reset your password. Please enter a Hint Answer that you can remember and answer easily.

18. For security purposes, you will need to enter in the characters displayed in the graphic.

19. Click on *Register* if you have completed the form.

20. The registration form will be sent to the administrator for approval.

21. Upon administration approval, you will receive an email from the system administrator notifying you that you are now able to log into the system with your username and password that you registered on the form.

22. When you receive your account approval, you may log onto the TIER II MANAGER^{TM} site to sign in. When you log in for the first time, you may be asked to reset your password. Complete the reset password screen following the instructions in the next section. Then, log into the system again using your username and new password.

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

Username [8-12 alphanumeric characters]	IDSiGIS1
Password [8-12 alphanumeric characters]	••••••••
Retype Password	••••••••
First Name	Daniel
Last Name	Mohan
Company Name	IDSi International
Address	2125 Center Avenue - Suite 500
City	Fort Lee
State	New Jersey ▼
Zip	07024
Telephone	2013029494
EMail	info@idsiinternational.com
Retype EMail	info@idsiinternational.com
Question	What was your first car? ▼
Secret Answer	Mazda

The secret answer can be used to verify your identity and retrieve your password if you forget it.

LANAP

Please enter the characters as shown   LANAP

[Register] [Cancel]

Diagram 1: New User Registration page

New Login

Your registration information has been sent to the Tier II Administrator for approval. You will be contacted by email when your account is approved.
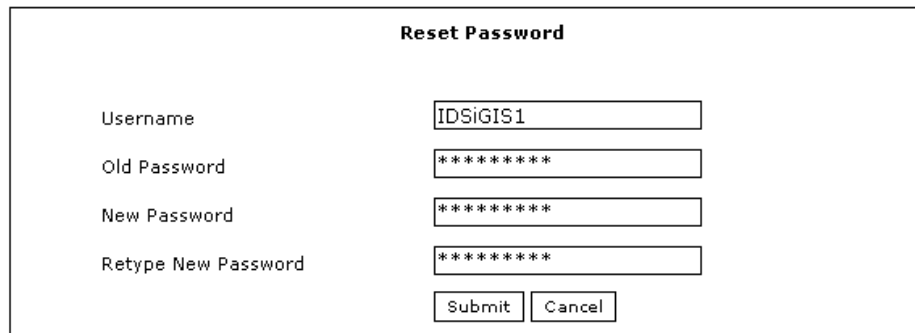
Login Page   Close Window

Diagram 2: Confirmation of Registration page

RESET YOUR PASSWORD

If you want to reset your password, follow the steps below.

1. Log onto TIER II MANAGER^{TM} site address.

2. Click on *Reset your Password?*

3. Enter your Facility Username.

4. Enter your Old Password.

5. Enter your New Password.

6. Retype your New Password.

7. Click on *Submit.*

8. Your password will be reset immediately.

9. You will need to login to the system with your Username and New Password.

Reset Password

Username	IDSiGIS1
Old Password	********
New Password	********
Retype New Password	********
	Submit Cancel

Diagram 3: Reset your Password page

FORGOT YOUR PASSWORD

1. Log onto the TIER II MANAGER^{TM} site address.

2. Click on *Forgot your Password?*

3. Enter your Facility Username. Click on *Continue.* If you forgot your Facility Username, you must contact the System Administrator.

4. Answer your Hint Question. Click on *Continue*. This is the question you entered when you registered within the system.

5. If answered correctly, you will be prompted to reset your password. Enter a new Password. Save the information.

6. You will need to login to the system with your Username and new Password.

Account Information

To reset your facility password, please enter the following information and then click Continue.

Username: IDSiGIS1   [Continue]

Back   Close Window

Diagram 4: Forgot your Password Step 1

Account Information

Answer the Question and click Continue

What was your first car? Mazda   [Continue]

Back

Diagram 5: Forgot your Password Step 2

Diagram 6: Forgot your Password Step 3